



CAREER OPPORTUNITY

ADMINISTRATIVE OFFICE SUPPORT ASSISTANT MO HEALTHNET DIVISION, FINANCE/BUDGET April 11, 2016

This position is located in the MO HealthNet Division (MHD). The successful candidate must be able to work with a high degree of accuracy and independent judgment based on knowledge of operations, policies, and procedures, be flexible, and maintain high attendance.

The individual in this position will provide administrative support for the MHD Director of Finance and units within the Finance Section. Duties include composing correspondence, communication with internal and external partners and stakeholders, maintaining calendars, scheduling meetings, screening calls, and making travel arrangements with accuracy and within established timeframes. A critical duty of this individual is assigning and monitoring the flow of fiscal documents, federal audit requests, surveys and related information. This individual will also have supervisory responsibilities within the unit.

The incumbent works independently and has daily contact with department representatives, federal and state agencies, and legislative offices to provide program information or direct to appropriate source.

Hours of the position are 8:00 am to 5:00 pm.

Minimum Qualifications: One or more years of clerical support experience as a Senior Office Support Assistant with the Missouri Uniform Classification and Pay System; and possession of a high school diploma or GED certificate. **OR** Four or more years of office or related clerical experience including one year at the advanced clerical level (comparable to Senior Office Support Assistant) or two years above the entry level (comparable to Office Support Assistant); and possession of a high school diploma or GED certificate.
(Training from an accredited vocational or business school in Office Management, Secretarial Science, or a closely related area may substitute on a year-for-year basis for the required experience at a rate of 30 earned credit hours, or 480 clock hours, for one year.) (Earned credit hours from an accredited college or university may substitute on a year-for-year basis for the required experience at a rate of 30 earned credit hours for one year.)

Salary: - \$1134.50 semi-monthly (For current DSS employees, current salary will increase at least one step if receive a promotional appointment.)

Recruitment Area: Accepting applications from all qualified applicants

To Apply: The deadline to apply is April 25, 2016. Applicants may submit a [DSS Application](#), resume, and cover letter to Amanda.L.Baker@dss.mo.gov and/or applicants will be expected to have applied for and obtained status on the Administrative Office Support Assistant register via EASe at <http://www.ease.mo.gov/>.

DSS IS AN EQUAL OPPORTUNITY EMPLOYER